



Welcome to 23rd Annual WCA First Conference

Pre-Conference Information

(Very Important – Please Print This Out!)

The details below contain very important last-minute information which you should print out and use as a checklist and reference for the conference.

NAME BADGES & SECURITY

**NAME BADGES MUST BE WORN AT ALL TIMES!
NO BADGE – NO ACCESS !!**

(WCAworld takes this policy very seriously and you will NOT be given access to the function venues if you do not have a name badge)



- Name badges apply to ALL functions including the One-on-One Meetings, Cocktail Receptions (at and outside Conrad), and the Gala Dinner.
- Name badges are given to delegates during the Onsite Registration only.



CONFERENCE ID

In order to facilitate quicker onsite registrations for everyone, please print out your Conference ID and present it to us when you do your onsite registration. It will help all members to avoid long queues. Special queues will be set up for members who have printed out their Conference ID, so that they do not need to queue up with members who don't. Using the WCAworld Event App, members can also show their conference ID in QR format to WCAworld staff during the registration.

How to print out your Conference ID:

1. Go to the conference website: <https://conferences.wcaworld.com/wcafirst2024/info/>
2. Move your mouse cursor towards the lower-left hand side of the webpage banner to where it says 
3. Click on **Print Your Conference ID**
4. Enter your One-on-One username and password
5. Click 
6. Present to WCAworld staff at the Registration Counter when you do your onsite registration.

Your conference details

Important: In order to allow us to better prepare so that delegates can reister as comfortably and efficiently as possible. WCA have strongly requested that all delegates would print below details and give us at the register desk. We thank you in advance for your corporation.



[ID#347] Mr. Douglas Archer

Conference Manager

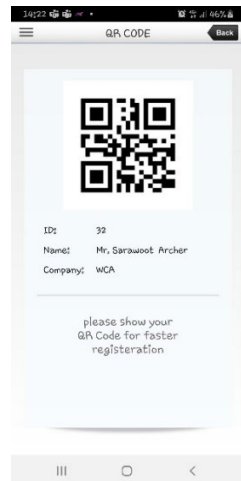
WCAworld

Miami, FL, United States of America



Conference ID using QR Code:

1. Download the WCAworld Events App from the Play Store or App Store depending on your mobile device.
2. Open the WCAworld Events App and click on “Join” for WCA First 23rd Annual Conference.
3. Log in with your One-on-One Username and Password.
4. Click on “My QR Code”.



ONSITE REGISTRATION

Everyone must do an onsite registration to pick up their conference bags, badge, and other materials. Onsite registration can be done during these times and places:

Date	Time	Venue
Friday, 23 February 2024	14:00 – 20:00	Meeting Room 1 (Level 2)
Saturday, 24 February 2024	09:00 – 21:00	
Sunday, 25 February 2024	09:00 – 22:00	
Monday, 26 February 2024	09:00 – 17:00	

We recommend that you do this upon arrival to avoid the rush that happens just before the welcome cocktail reception starts. To speed up the process, please don't forget to print out and bring your **Conference ID** (as mentioned above)

AIRPORT TRANSFERS

Airport transfers are NOT provided by WCAworld and are NOT included in your conference fees.

If you would like to book an airport transfer, we recommend Orient Tours, please click this link for more information

https://conferences.wcaworld.com/wcafirst2024/info/airport_transfers.php#otherinfo

Taxi fare from Dubai Airport to Dubai World Trade Center varies between \$40-50. Depending on the number of luggage and people, the taxi driver may request an extra fee. Transportation time by taxi is around 20 minutes.

Dubai RTA operates a vehicle from Airport Terminal 3 Metro Station 2 to World Trade Centre Metro Station 2 every 10 minutes. Tickets cost AED 7 - 10 , and the journey takes 20 minutes. Alternatively, you can take the Red Line of the Dubai Metro from the airport to the World Trade Center Metro Station.

GETTING AROUND DUBAI

A range of Dubai taxi services are available from the RTA and you can grab a cab from almost anywhere in the city, or order one by phone or via a ride-hailing app such as Careem or Uber.

The Metro has two convenient lines – Red and Green – that run from Dubai International Airport (DXB) and through the busiest areas of the city. It is the world's largest driverless

train system, offering comfortable seating and affordable prices, and is fully air-conditioned. Discover more with our guide to [Dubai Metro](#).

WEATHER

The average high temperature in Dubai during February is 24°C. Take warmer clothing for the evenings though as temperatures averagely drop to 14°C. At 21°C, the sea's at its coolest annual temperature, while humidity's low and ranges from 40-90%. Average rainfall's 34mm across four days with rain.

CONFERENCE AGENDA

Please visit to view the full agenda. <https://conferences.wcaworld.com/wcafirst2024/info/>

ONE-ON-ONE MEETING SCHEDULER

Note that your One-on-One Meeting Schedule is also updated daily to the WCAworld Events App. You do not need to pick up a meeting schedule from the registration counter daily.

If you still prefer to have a paper version, then you can pick up the most updated One-On-One Schedule from the Registration Counter each morning before the meetings start. The One-on-One meeting scheduler will close for the first time on Sunday, 25th February 2024 at 21:00 hrs (Dubai time).

Sample
One-on-One Schedule

Time	[ID#]	Table/ Booth No.

This schedule (green) is for use on
We hope that you've enjoyed
your One-on-One meetings
and were able to fulfill
your expectations.

ONE-ON-ONE MEETING SCHEDULER

The following two forms will be available at the Registration Counter and Help Desk during the conference.

One-on-One Communication Sheet: Used for sending messages to others during the One-on-One Meetings. If you need to contact someone to cancel, postpone, or set up a meeting with someone urgently then you can fill in one of these forms and WCAworld staff will deliver them for you.

No Show Record: Please fill in this form if a member does not show up for a prescheduled meeting appointment. Members who continuously miss their meeting appointments will be sent warnings from WCAworld management.

One-on-One Communication Sheet

Date _____

Cancel a meeting Re-schedule

From	To
ID# : _____	ID# : _____
Name : _____	Name : _____
Company : _____	Company : _____

Meeting Point : Registration Counter Help Desk 1
 Help Desk 2 Other _____

Meeting Date : _____ Meeting Time : _____

Contact Number : _____ Email Address : _____

Message : _____

Note :

1. One-on-One Communication Sheets are used for Communicating appointment changes with intended persons on the **same day**. If you would like to cancel, re-schedule, or make new appointments for the next day(s), please do this through the conference website, Ioni Scheduler via your own computer, WCA app or at our business center.
2. Please note that this is one-way communication, you might not receive feedback from the receiver. Therefore, **all emails provided with a business card attached are required.**
3. **All appointments will be** designated to one of the meeting points, but we cannot guarantee the meeting confirmation from our side.
4. **Please return this sheet at least 1 hour before the meeting time.**

For Staff Only

Location of ID# _____

Ioni Time : _____ Table No. : _____
 Ioni Time : _____ Table No. : _____
 Ioni Time : _____ Table No. : _____

NO SHOW RECORD

Your Details

Name : _____ ID : _____
 Company : _____

No Show Details

Name : _____ ID : _____
 Company : _____

Date : _____ Meeting Time : _____

Remarks or Comments:

WCA EVENTS APP

No more queuing to pick up your One-on-One Meeting Schedule! Delegates can search “WCAworld Events” in the Apps Store and Play Store or scan one of the below QR Codes to download the new version of the WCAworldwide Events App.

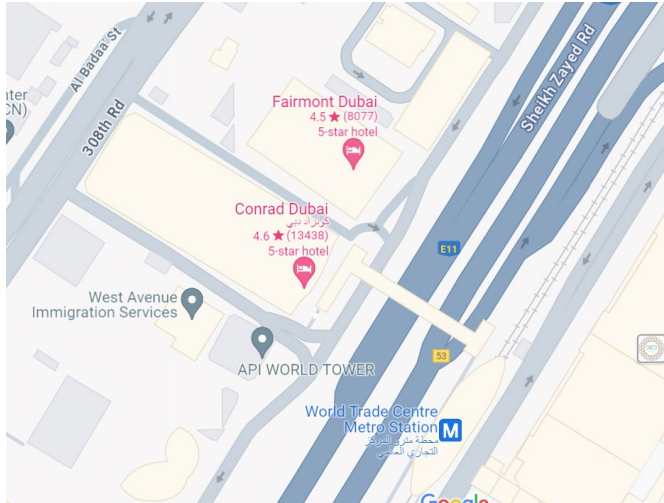


Features:

- Schedule One-on-One Meeting Appointments
- View your One-on-One Meetings schedule (no need to pick up paper version)
- Conduct text chats with other members at the conference venue
- View Attendee profiles
- View Conference Agenda

- View One-on-One Floor Plan
- Emergency Contacts
- Latest Announcements

EVENT LOCATION



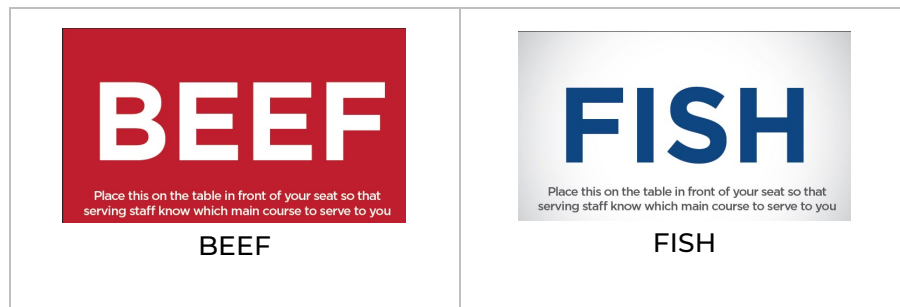
Conrad Dubai

Address: Sheikh Zayed Rd - Trade Centre - Trade Centre 1 - Dubai - United Arab Emirates
 Phone: +97144447444

Gala Dinner

Dress code: Delegates are recommended to dress in smart casual or participate in the theme by wearing colorful retro clothing.

Delegates must choose the type of main course upon entry at the dinner venue by picking up ONE card only (pictured below).



The number of cards printed match the number of attendees. There is only one card per person so please be considerate towards other members and do not take more than one card!

BEEF

Place this on the table in front of your seat so that serving staff know which main course to serve to you

Menu

The Beetroot

Grilled peach, Goat Cheese mousse
mixed lettuce, orange vinaigrette

The Ravioli

With spinach and ricotta, sage butter
and parmesan cream

The Veal

Slow cooked with seasonal vegetables,
potato gnocchi and parmesan and
spinach cream

Chocolate Stone & Soil

Valrhona Manjari chocolate cremeaux,
Cocoa crumble, Hazelnut ice cream

FISH

Place this on the table in front of your seat so that serving staff know which main course to serve to you

Menu

The Beetroot

Grilled peach, Goat Cheese mousse
mixed lettuce, orange vinaigrette

The Ravioli

With spinach and ricotta, sage butter
and parmesan cream

The Cod Fish

Oven baked with asparagus, potato,
mussels and light bouillabaisse sauce

Chocolate Stone & Soil

Valrhona Manjari chocolate cremeaux,
Cocoa crumble, Hazelnut ice cream

INDIAN VEGETARIAN

(Do NOT pick up a card – you
must seat yourself at a table
designated as INDIAN VEG.
Communal style dining)

Menu

Basket of Poppadum

Plain naan bread, garlic naan, roti,
paratha with dips
(Tomato chutney, mint chutney,
coconut chutney)

Salads

Fruit Raita

Tangy yogurt with fruits, pomegranate,
mint, chilly & coriander

Dishes

Aloo papdi chat

Tangy potato & flat crispy bread salad
Dahi wada

Dumpling of lentil deep-fried served
with yogurt sauce and Indian spices

Chatpata paneer

Cheese, tomato, onion and cucumber,
papdi chaat
Kachumber salad

Fresh green salad with cucumber,
onion, chili, tomato & coriander

Tamatar aur cucumber salad

Tomato, cucumber, coriander, chili with
lemon dressing

Soup

Dal shorba

Lentil soup with Indian spices

Hot items

Paneer tikka masala

Cottage cheese in tomato gravy

Bhutta palak

Corn and mushroom cooked in a
spinach based aromatic gravy

Dal makhani

Black lentils cooked overnight with
aromatic Indian spices

Aloo jeera

Cubes of potato cooked in turmeric
water tempered with cumin and
coriander seeds

Vegetable biryani

Basmati rice cooked with vegetable,
Indian spices, kewra water, raisins and
nuts

Dessert

Gulab jamun

A sweet dish made of reduced milk,
curdled milk, deep-fried and soaked in
sugar syrup

Carrot halwa

Vegan & Gluten free Chocolate Truffle
Mousse

Masala chai crème brûlée

Rasamalai

Freshly sliced fruit platter

Sponsor Gifts

All sponsor gifts will be handed out on stage during the **Welcome Cocktail Reception (24th February 2024)**. **WCAworld no longer hands out Sponsor Gifts during the Gala Dinner.**

WCAWORLD CONTACTS

WCAworld representatives are available 24 hrs. For urgent assistance please contact us. We will be happy to assist you.

WCAworld Staff	Position	Phone
MANAGEMENT		
Andy Robins	Director - Customer Service	+66 81 846 4461
Brian Majerus	Executive Vice President - Latin America	+1 702 378 9718
Chris Dunn	Regional Manager - Middle East / CIS	+971 50 229 8691
Damin Wang	Vice President - China	+86 159 2166 2716
Dan March	Chief Executive Officer	+44 7921 038 568
Kenneth Yokeum	Vice President - Asia Pacific	+66 89 771 1797
Mark Mairowitz	Executive Vice President - Latin America	+1 702 378 9718
Matthew West	Regional Director - North America	+1 702 757 8620
Monica Tappi Van Velthoven	Vice President - Europe	+31 655 544 690
Randy Van Velthoven	Regional Manager - Europe	+31 631 799 830
Rita Ramojela	Assistant Vice President - India ISC	+91 845 4844 289
Cecilia Markez	General Manager - Gold Medallion	+1 954 952 7508
Matthew West	Regional Director - North America	+1 702 757 8620

WCAworld Staff	Position	Phone
Operations		
A	Marketing Communications Manager	Local Number in Dubai TBA
Chompu	International Marketing Executive	Local Number in Dubai TBA
Douglas Archer	Conference Manager	Local Number in Dubai TBA

Jen	Conference Support	Local Number in Dubai TBA
Joey	Assistant Conference Manager	Local Number in Dubai TBA
Julie Ann Palugod	Office Support - Middle East / CIS Region	+971 50 104 9720
Lalita	Conference Support (Hotel)	Local Number in Dubai TBA
Meow	Conference Supervisor (Registration)	Local Number in Dubai TBA
Som	Conference Support	Local Number in Dubai TBA

For additional information please contact conference@wcaworld.com